

SECRET

Approved For Release 2003/05/14 : CIA-RDP78-04914A000200160024-3

#13

27 April 1962

MEMORANDUM FOR: The Record

SUBJECT : Stamp Fund **CONFIDENTIAL**

1. In order to reorganize the management of the stamp fund, the following procedure will be followed:

a. On 30 April 1962 all holders of stamps will submit to the Custodian for their stamp fund, [] an accounting for their present stamp fund. This accounting will include stamps on hand and a record of stamps disbursed as of that day. 25X1

b. The Custodian of the stamp fund, after acquiring all present outstanding funds, will allocate to the following sub-custodians:

1) [] re-stamped envelopes
2) [] - Airmail and regular
3) [] fund of four-cent stamps

c. The Custodian will establish for the sub-custodian funds in fixed amounts; i.e., \$15.00 or \$20.00 except in the case of pre-stamped envelopes which in total will be charged to their sub-custodian, [] The remaining stamps will be held by [] 25X1

d. Each sub-custodian will account to [] for their stamp and pre-stamped envelopes usage on the prescribed form. Where possible, the Custodian will replenish the stamp funds from his reserve so that at all times the sub-custodians will have a fixed accountability except in the case of pre-stamped envelopes which fund does not lend itself to an imprest operation. [] 25X1

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Stamp Fund - Cont'd

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e. The Custodian, [redacted] will account regularly to the Agency stamp custodian and replenish his reserve based on these accountings which will represent the total of stamps used by the Finance Division. *Office of Finance*

f. At all times the Custodian, Stamp Fund and the three sub-custodian funds shall total the sum charged to the *Office of Finance Division*. The Deputy Chief, Monetary Branch *Division* will arrange for an audit of the stamp fund at least once a year and will advise the Chief, Finance Division of the *Director of Finance* status of the stamp fund.

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Chief, Monetary Branch

~~CONFIDENTIAL~~